


Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
		

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.					
A.1	PHA Name: _____Housing Authority of the City of Glendale_____ PHA Code: _CA114_____				
	PHA Plan for Fiscal Year Beginning: (MM/YYYY): _07/2017_____				
	PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)				
	Number of Housing Choice Vouchers (HCVs) _1592_____				
	PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p>City of Glendale, Community Development, Housing Division Counter 141 North Glendale Ave, Room 202 Glendale, Ca 91206</p> <p>Housing Website: http://www.glendaleca.gov/government/departments/community-development/housing/plans-reports-and-loan-forms</p>					
<input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)					
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
	Lead HA:				
B. Annual Plan.					

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- ☒ ☐ Housing Needs and Strategy for Addressing Housing Needs.
- ☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- ☒ ☐ Financial Resources.
- ☒ ☐ Rent Determination.
- ☐ ☒ Operation and Management.
- ☐ ☒ Informal Review and Hearing Procedures.
- ☐ ☒ Homeownership Programs.
- ☐ ☒ Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- ☐ ☒ Substantial Deviation.
- ☐ ☒ Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

Housing Needs and Strategy for Addressing Housing Needs

The need to develop and sustain decent and affordable housing continues to grow, as indicated in the Consolidated Plan. The 2014-2021 Regional Housing Needs Assessment (RHNA) has determined that the City of Glendale will need to develop the following housing units: 254 units for Extremely Low Income households, 254 units Very Low Income households, 310 units for low income households, 337 units for moderate income households and 862 units for above moderate income households.

Strategy for addressing housing needs:

- Continue to provide Section 8 voucher and apply for additional vouchers when Glendale meets criterion of Notice of Funding Availability;
- Continue to lease up portable vouchers;
- Create collaborative partnerships with other agencies and organizations that provide services to renters. This includes local public housing authorities, apartment associations, other city programs (i.e. Meals on Wheels"). The goal is to not only assist tenants but to assist owners by facilitating services for them.
- Improve the quality and quantity of affordable housing by increasing tenant options, improving owner experience and improved program management function:
 - Maximize the number of affordable units available by establishing payment standards that will enable families to rent in as broad a market area as possible. However, this need must be balanced by controlling costs so as to serve the maximum number of families;
 - Market the program to non-participating owners and establishing owner retention program to retain recently vacated units on the program; and
 - Research viability of recently enacted legislation such as Housing Opportunities Through Modernization Act (HOTMA) to search for areas of increased program efficiency and enhance customer satisfaction.
- Host community meetings to educate interested parties on current status of program as well as future endeavors of Housing Authority;
- Within means available, provide counseling to the extremely low-income applicants who have a difficult time finding affordable housing, and continue to inform Glendale residents of affordable housing opportunities in other nearby agencies;
- Continue to work closely with service providers to maximize housing opportunities for targeted populations of current Waiting List: (1) Veteran's and veterans' family members, (2) families unable to work because of age or disability, (3) homeless, & (4) VAWA.

Financial Resources

Financial Resources:
Planned Sources and Uses

Sources	Planned\$	Planned Uses
1. Federal Grants		
a) Annual Contributions for Section 8 Tenant-Based Assistance (FY2017)	\$17,079,000	Rental Assistance & Admin Expenses
b) Revenue for Section 8 Tenant-Based Assistance from other agencies (FY2017)	\$14,611,700	Rental Assistance & Admin Expenses

Rent Determination

With rental vacancies at an all-time low in the City of Glendale, the agency completed an analysis of the Section 8 payment standard on three separate occasions (December 2015, April 2016 and October 2016) over a 12 month period. On each occasion, our agency augmented our payment standards. The Housing Authority based the increase on finalized 2016 Fair Market Rents (FMR) which resulted in a higher payment standard for all four bedroom categories listed below. **The payment standards listed below are a comparison between the initial and most recent payment standard increases.**

The augmented payment standard for each category was as following:

	0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
# of units per bedroom size	17	1298	230	13	0
Payment Standard Increase	\$85	\$107	\$124	\$192	\$95
Total Cost for CY2017	\$9,750.00	\$708,900.00	\$148,410.00	\$13,175.00	\$0.00
Initial Payment Standard	\$865	\$1068	\$1341	\$1808	\$2105
Current Payment Standard	\$950	\$1175	\$1465	\$2000	\$2200

The total projected cost to the Housing Authority is approximately \$880,235.00 for CY2017

B.2 New Activities

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

☐ ☒ Project Based Vouchers.

(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

Y N N/A

☐ ☒ ☐

(b) If yes, please describe:

B.4 Civil Rights Certification

[Form HUD-50077](#), *PHA Certifications of Compliance with the PHA Plans and Related Regulations*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

B.5 Certification by State or Local Officials.

[Form HUD 50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

B.6 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.
Goals and Objectives: 2015-2020

Goal: Improve the availability of decent, safe and affordable housing.

- Objective: Apply for Additional Housing Choice Vouchers.
The agency reviewed all published Notices of Funding Availability (NOFA), unfortunately, the agency either did not qualify for the NOFA or the agency did not see an opportunity that would further serve our jurisdiction. Our agency did receive 15 Veteran Affairs Supportive Housing Vouchers (VASH) which became effective in August 2016 and, despite difficulties with the coordinating Veteran Administration Center, our agency has been able to lease up 8 of the 15 vouchers to date.
- Objective: Work with owners to list their vacancies and market units to Section 8 voucher holders.
Our agency provided education on Fair Housing and Housing Rights at tenant and owner forums held in November 2016. Attendees were provided information on free legal service and affordable housing opportunities. Additionally, our agency is will host an owner forum in May 2017 to market the program to new owners. The event will be a collaborative effort jointly hosted by several city divisions (Glendale Water and Power, Police, Public Works and Economic Development). The goal is to provide a concierge experience for owners in hopes of attracting additional affordable housing opportunities for our housing participants.

Our agency continues to provide and maintain an available vacancy rental list for 1 , 2 and 3 bedroom units and continually markets to new owners and works with existing owners to retain units for the Section 8 program. The agency has changed program processes to further enhance the owner experience, an example being the dedication of one inspector to handle all initial inspections for new owners. The inspector is well versed not only on Housing Quality Standards but on marketing and program education. Our agency will continue to revisit its policies and procedures to identify various touch points which will enhance the owner experience and drive up participating housing stock on the program.

- Objective: Continue to obtain a High Performing Agency rating on the Section Eight Management Assessment Program (SEMAP)
Our agency has continued to achieve a High Performer Agency rating on the SEMAP.

Goal: Continue to maintain good working relationships with other local PHA's.

- Objective: Provide families the option of portability.
Over the last 11 years, the average number of new incoming portable vouchers was 169 per year. There are currently 1395 portable vouchers leased up in our PHA. The agency is exploring interagency efforts with the City of Pasadena Housing Authority to collaboratively market housing programs to owners. One idea being discussed is the idea of attending apartment owner vendor conventions with the thought of hosting a booth and disseminating information at these events. Additionally, to facilitate portability for Housing Opportunities for Persons With Aids (HOPWA) participants, the City of Glendale handles all initial inspections in Glendale when the participant locates a unit in Glendale's jurisdiction as our agency doesn't have a HOPWA program.

Goal: Continue to promote fair housing and equal opportunities.

- Objective: Provide staff, owners and tenants with information and training related to affirmatively furthering fair housing and Violence Against Women Act (VAWA).
Our agency continues to provide training to staff on updated policies and procedure. In November 2016, our agency partnered with local Housing Rights Center and provided educational forums for owners and residents. Both events were well attended and all attendees at both events were provided with an education on Fair Housing, affordable housing services and literature on VAWA.

Resident Advisory Board (RAB) Comments.

(a) Did the RAB(s) provide comments to the PHA Plan?

Y N
☒ ☐

(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. [24 CFR §903.7\(a\)\(2\)\(ii\)](#)

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(g\)](#))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

☐ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))

B.4 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

B.5 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

B.6 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))

B.7 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality